



Non-Resident Application Instructions

Agent Licensing & Education



How to Apply for a Non-Resident License

Go to www.nipr.com

To become a licensed insurance producer in West Virginia you must complete the following requirements:

1. On left look for “Licensing & Renewal Applications” and click on the words Producer /Agent/Broker/ Business/Agency/Adjuster
2. In the middle of the page it says **I would like to... Apply for a new license** click on the word “Non-Resident”
3. On the left hand side of the screen in blue find “Begin Application” and click on it
4. Scroll to bottom of the **Use Agreement** page and click on “Accept”
5. **Non-Resident Licensing SIGN-IN** page – This page begins the application
6. Use drop down and click on your home state.
7. Enter your home state license number
8. Click on dot next to Individual
9. Click on dot by “Apply for a new Non-Resident License OR resume an existing application”
10. Enter last 4 digits of SSN or NPN #, click “Next”
11. **STATE SELECTION** page - click on the box next to “West Virginia” then click on “Next”
12. **LICENSE SELECTION** page - click on the box next to “Producer” click on “Next”
13. **LOA SELECTION** page - click on the boxes to indicate what line of authority you want in West Virginia, click “Next”
14. **FEE DETAILS** page - Review of the fee, if the license has expired within 1 year you will be required to pay the late renewal fee, click “Next”
15. **PERSONAL DATA** page – enter your personal data paying special attention to items marked with a red * once completed click on “Next”
16. **BUSINESS DATA** page – enter your business data paying special attention to items marked with a red * once completed click on “Next”
17. At next page scroll to bottom and click “Next”
18. **ALIASES** page enter any aliases you might have done business as and click “Next”
19. **AGENCY OR BUSINESS ENTITY AFFILIATIONS** page - West Virginia does not require affiliations, scroll down to bottom of page and click “Next”
20. **EMPLOYMENT HISTORY** page - please enter 5 years of employment history and click on “Next”. (If unemployed enter “unemployed” and dates of unemployment)

21. **BACKGROUND** page - Answer all background questions and click on “Next”
22. **APPLICANTS CERTIFICATION AND ATTESTATION** page – Read and scroll to bottom and click on the box next to “Agree”, click on “Next”
23. **VERIFICATION EMAIL** page - If you need to enter an alternate email address please do and then click on “Next”
24. **SUBMITTER** page - click on button next to “Yourself” (unless you are not the producer that is being applied for then click on the button next to “on behalf of Someone Else” and fill in all information) Click on “Next”
25. Please click the dot next to how you want to pay, billing details will automatically come up to the left, fill them in and press “Next”

If you have any problems please contact NIPR at 855-674-6477 or you can email customerservice@nipr.com